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AFGHANISTAN

ISSUANCE DATE: May 13, 2010
CLOSING DATE: June 12, 2010

SUBJECT: Solicitation No. 306-10-59/OIEE for U.S./Third Country
Nationals Personnel Service Contractor (US/TCNPSC)
Head, Water Group

Ladies/Gentlemen:

The United States Government, represented by the U.S Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the PSC services as described in the attached solicitation. For further information please visit <http://afghanistan.usaid.gov>

Submission shall be in accordance with the attached information and applications should be submitted electronically to iee1059@state.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until June 12, 2010, 16:30hrs Kabul time.

Any questions on this solicitation may be directed to Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) (202) 216-6288, Ext.4440 or e-mail at schayapathi@usaid.gov or Diane Moore, Supervisory Executive Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at dimoores@usaid.gov. Applications should only be sent to iee1059@state.gov and not to any individuals.

Sincerely,

Diane Moore
Supervisory Executive Officer
USAID/Afghanistan

U.S. Agency for International Development
Great Masoud Road
Kabul, Afghanistan

Tel: 202-216-6288 / 0700-108-001
Email: kabulusaidinformation@usaid.gov
<http://afghanistan.usaid.gov>

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1. SOLICITATION NUMBER:	306-10-59/OIEE
2. ISSUING DATE:	May 13, 2010
3. CLOSING DATE:	June 12, 2010
4. POSITION TITLE:	Head, Water Group
5. Number of Positions:	One
6. MARKETING VALUE:	GS-14 (\$84,697 - \$110,104)
7. ORGANIZATIONAL LOCATION OF POSITION:	USAID/AFGHANISTAN
8.	DIRECT SUPERVISOR: Deputy Chief, Energy and Water Division, Office of Infrastructure, Energy and Engineering (OIEE)
9. SUPERVISORY CONTROL:	Supervises FSN and PSC staff
10. PERIOD OF PERFORMANCE:	One year (12 months) with an option for renewal
11. SECURITY ACCESS:	U.S Citizens: Secret Level Third Country Nationals: Employment
12. AREA OF CONSIDERATION:	U.S. OR Third Country Nationals (TCN) CITIZENS

POSITION DESCRIPTION: Head, Water Group

A. BACKGROUND:

Afghanistan is a water short country and faces many challenges in supplying adequate water for agriculture, human consumption and economic development. Water is critical for the long-term stability and economic development of the country. Water resources development and management in Afghanistan involves balancing water demands for irrigation, hydropower, environmental, potable water supply, sanitation, and groundwater, while also considering international treaties and flood control issues. This will involve creating national water policies, and regional watershed management plans. Also, there is a critical need for prioritization and coordination for policy development, planning and implementation of water activities. Currently only 31% of the households have access to safe drinking water (rural households have 26% and urban households 64%). Only 10% of households nationwide have access to improved sanitation. The Afghan National Development Strategy (ANDS) proposes to develop and implement sustainable water resources management strategies and plans covering irrigation and drinking water supply. The ANDS Benchmark calls for a 50% improvement in Kabul and 30% in provincial cities by 2010.

Based on these needs and in line with the ANDS for the water sector, the USG developed a Water Strategy 2009-2014 that represents broad inter-agency cooperation. The Water Strategy covers multiple sectors including irrigation, conservation, supply and sanitation, governance and management, hydropower, and trans-boundary issues. Several USAID activities are designed to specifically address the challenges in the water supply and sanitation sector to which USAID funding is earmarked under the Water for the Poor Act. These activities aim to support the water and sanitation sector reforms of the Government of the Islamic Republic of Afghanistan (GIROA), which seek to commercialize the urban water sector, increase cost recovery and improve management. The USG is supporting, through an \$9 million project (2008-2011) the commercialization of the Afghan national water utility by assisting four municipalities to improve water services and advance towards full recovery of Operation and Maintenance (O&M) costs.

The USG's water program aims to improve the GIROA's ability to manage its water resources in a way that will improve health and promote economic growth. Policy and governance is key sub-element to the development of the sector. US assistance helps develop sub-sector strategies and policy documents that will unify planning activities of the seven Afghan ministries currently working in the sector.

The Mission has also launched a \$50 million 3-year, demand-driven mechanism to support Provincial Reconstruction Teams (PRTs). The program aims to increase access to potable water and sanitation facilities, and improve hygiene behavior for poor and vulnerable populations, primarily in the southern and eastern parts of the country. The project will support PRTs and

other key stakeholders to design, install and operate sustainable potable water systems, sanitation facilities and hygiene education. By the end of the program, increased access to sustainable potable water supply (including point source treatment) and sanitation facilities, and increased adoption of improved hygiene practices are expected. Within the next five years, the USG hopes to educate close to three million people on hygiene related issues, establish thousands of latrines and water wells and build fifty water supply systems. The water utilities in the four targeted cities are expected to achieve full cost recovery. Another key objective is to strengthen the capability of Afghan organizations in the water sector to promote improved governance and management of resources.

B. BASIC FUNCTION OF THE POSITION:

The incumbent will have the following duties and responsibilities:

Based in Kabul, Afghanistan, the Head, Water Group will report to the Deputy Chief of the Energy and Water Division of the Office of Infrastructure, Engineering and Energy (OIEE) and advise the Mission and the Ministry of Energy and Water on policies, procedures and actions to support the development of the country's water sector. OIEE has a program of over \$2 billion, including provision of basic infrastructure needs throughout Afghanistan. S/he will be responsible for providing a full range of analytical, technical and management services on large, complex construction and reconstruction activities in the water sector. These include: coordination, monitoring, information gathering, analysis, design, and evaluation of USAID-funded infrastructure projects in Afghanistan. S/he will also represent the Mission on water-related activities with Embassy colleagues, GIROA officials, coalition forces, program partners, and other stakeholders.

As the Head, Water Group the incumbent will:

- Advise the Mission and the GIROA on water sector issues, including the development of appropriate water sector policies, procedures and programs.
- Provide technical support for the management of OIEE-funded water projects.
- Gather information; provide guidance in the preparation of bid documents, and evaluation of bids for major projects in the water sector.
- Manage USAID-funded water projects in Afghanistan, ranging from reviewing plans to providing general oversight of sub-contracts. The incumbent will also identify problem areas, make recommendations for solutions and implement the approved corrective action.
- Under the guidance of the OIEE Division of Energy and Water Deputy Chief, the incumbent will provide project management from inception to completion, and will be responsible for all facets of projects, including feasibility, pre-engineering, design, and construction.
- Provide support to the US Embassy in the tracking of implementation;

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identification and resolution of problems and institutional issues that impact the implementation of water projects.

- Prepare a variety of water reports.
- Serve as OIEE point of contact for water issues with GIROA officials, Embassy colleagues, coalition forces, other donors, implementing partners and other stakeholders.
- Play an active support role in the development, implementation and evaluation of the Mission's growing and evolving water program, including coordinating implementation and monitoring of the new USG Water Strategy.

This is a senior level professional water-sector managerial position that requires hands-on technical skills, well developed interpersonal and managerial skills, sound judgment, and the ability to develop and maintain strong working relationships with key stakeholders. The incumbent must work with general Agency policy guidance and must exercise a high degree of personal initiative. The individual must be able to set and meet deadlines in a complex organizational structure.

C. Duties and Responsibilities

1. Policy development and implementation

The incumbent serves as a key Mission and GIROA Advisor in the water sector. S/he provides leadership in developing programs and operational plans to carry out USAID/Afghanistan's approved strategic plan for the water sector. In this connection, s/he will advise the Ministry of Energy and Water, senior Mission staff and GIROA stakeholders on issues affecting the achievement of the Mission's water sector development objectives and promote approaches to address them.

The incumbent develops and analyzes policy options for USAID and for Afghan authorities in the assigned areas with a focus on the water sector. S/he identifies constraints and synergies with Afghanistan and USG programs, and utilizes knowledge to recommend and oversee reform programs, for the approval of USAID.

The incumbent is one of the key Mission contacts with GIROA and other international donor organizations providing technical assistance to GIROA for rehabilitation of the sector assigned to the incumbent. On a continuing basis, the incumbent critically reviews USG and other donor assistance activities to ensure maximum coordination, and leverage for USG policy initiatives. Under the supervision of the OIEE Deputy Chief Energy and Water, the incumbent participates in coordination of water sector plans and program implementation with GIROA counterpart agencies, suppliers, contractors and donor agencies (i.e., the Asian Development Bank, the World Bank, the German Development Bank and others) working in the sector. S/he also participates in project planning, implementation and other technical meetings, as required. S/he advises and assists GIROA counterpart agencies, contractors and others on the implementation of

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assigned USAID-financed infrastructure activities including compliance with the terms of contracts, contract administration and enforcement, procurement of goods and services, project coordination and scheduling, financial matters and compliance with USG and USAID regulations. Under the supervision of the OIEE Deputy Chief, Energy and Water Division, the incumbent participates in negotiations with GIROA agencies on Program Agreements, formal understandings, and contracts and their modifications.

2. Project Implementation

Based on analysis, the incumbent provides direct technical and program support to the OIEE Office Director and appropriate technical staff in OIEE and to key GIROA stakeholders to define and achieve USAID technical assistance program objectives in developing the water sector of Afghanistan with a focus on increasing access to potable water. The incumbent will take a leading role in implementing components of the USG Water Strategy; developing and monitoring performance measurement indicators related to water sector projects. The incumbent will draft the task orders or scopes of work to compete and award contracts and or grants to implement technical assistance programs in the areas of his assignment.

S/he keeps abreast, and informs the OIEE management and GIROA stakeholders of current water sector developments including recent technological developments, host country needs and capabilities, national concerns, issues trends and changes in GIROA policies and regulations.

S/he evaluates the impact of USAID-funded activities in achieving the USG's developmental and foreign policy objectives, and recommends adjustments in existing strategies and policies as may be required to address deficiencies and problems found, in an effective and timely manner.

3. Program Management

For the projects assigned to her/his management, the incumbent provides policy, technical and operational guidance to contractors and cooperative agreement and grant recipients; reviews, critiques and approves annual work plans; monitors accomplishments against work plan and performance measurement indicator targets; reviews financial documentation for compliance with program performance and delivery of products and services; and maintains accurate records of accrued expenditures for program management purposes.

The incumbent manages the timely preparation of detailed water sector project designs, plans and cost estimates for assigned programs and activities and ensures that they comply with appropriate national and international standards, and reflect Agency best practices.

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- Reviews, evaluates, and makes professional recommendations concerning technical, social and economic feasibility of plans developed.
- Analyzes and evaluates designs, drawings, specifications, schedules and lists of equipment requirements and informs/recommends USAID's position on assistance commitments for activities.
- Ensures, with the assistance of the appropriate Mission personnel, that environmental and sustainability issues are considered in the program design in keeping with Agency practices.

The incumbent serves as the Contract Officer's Technical Representative (COTR) for contracts in the sectors s/he oversees. As COTR, the incumbent is responsible for providing technical directions or guidance to the contractors following the terms of the contract. Specifically:

- Monitors adequacy and acceptability of delivered goods and services under approved activities including construction, equipment installation and training activities through field inspections, reviewing contractor reports, and meetings with project personnel and contractor representatives.
- Provides technical assistance to the Contracting Officer in responding to the proposed changes in the scope of work. Provides appropriate technical assistance to the Contracts Office in issuance and negotiations of change orders in accordance with FAR procedures.
- Receives and inspects completed services or supplies upon delivery, verifies that they meet the acceptance standards and delivery schedules, as specified in the contract.
- Performs administrative responsibilities including but not limited to activities such as: preparing scopes of work, determining independent government cost estimates, drafting project implementation letters, preparing action memoranda and reports, estimating expenditures, reviewing payment vouchers, responding to audits, assessing claims, and performing other related activities.

During the absence from the post of the Deputy Chief, Energy and Water Division, the incumbent may be required to serve as backstop, assuming for that period all the responsibilities assigned to the latter.

D. EVALUATION CRITERIA/SELECTION CRITERIA:

1. Technical Skills: (35 Points)

- Current professional knowledge of development assistance and development approaches. Technical skills should include development and implementation of water sector projects, including a strong focus on increasing access to potable water as well as familiarity with

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multipurpose dams and hydropower projects. Demonstrated experience in undertaking water resources assessments and analyses. Demonstrated technical skills related to the design, construction, quality control, and evaluation of water sector projects.

- o Master's degree in water resources management or related field is required. Ten years of experience in project/program management, with minimum five years of experience in managing water sector projects is required.

2. Management Skills: (35 Points)

- o Demonstrated water sector program management skills including previous experience in advising host country counterparts on water sector issues and promoting the participation of the private sector in the water sector required.
- o Extensive field experience, preferably in developing country environments and in project development and management in water sector programs required.
- o Demonstrated computer literacy is required including experience and comfort utilizing word processing packages, spreadsheets, PowerPoint, and email and calendar programs.

3. Interpersonal Skills: (15 Points) Prior experience and demonstrated ability to interact effectively with senior host country government officials and other stakeholders, and the ability to work productively in a multicultural environment required. Ability to work effectively as part of a team required.

4. Communication Skills: (15 Points) Must have a demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools. Candidates with local language skills and Afghanistan experience are highly desired.

Maximum Points Available: 100.

E. Term of Performance

The term of the contract will be for one year with the option for an extension based upon performance and need. Selection of the preferred candidate and contract award will be made as soon as possible, subject to an interviews and medical and security clearances. Within 4 weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of

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funds. This position has been classified at a U.S. Government GS 14. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has 35% Post Differential allowance and 35% Danger Pay. FICA and federal income tax will be withheld by USAID for U.S. PSCs only. During this one year period you will be entitled to two Rest and Recuperation trips (R&R) and three **Regional Rest Breaks**. While you will have to use your Annual Leave or Compensatory Time off for R&R, you will be entitled to 5 days Administrative Leave plus two days of travel time for each Regional Rest Break. There are 2 destinations for Regional Rest Break - they are: Dubai and New Delhi.

Afghanistan is a no-dependent post.

F. General information regarding living and working conditions in Afghanistan

Life in Afghanistan has somewhat improved since the establishment of the government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound, at a military compound, or at a PRT with day-to-day work in GIROA ministries, especially the Ministry of Energy and Water.

G. Medical and Security Clearance

The selected applicant must be able to obtain security clearance (US Citizens should obtain USG Secret Level and Third Country Nationals should obtain employment authorization). US Citizens should obtain Department of State Class I Medical Clearance and Third Country Nationals should obtain Medical Clearance and certify it by USG certified doctor.

H. Benefits:

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

A. BENEFITS:

- o FICA Contribution
- o Contribution toward Health & life insurance
- o Pay Comparability Adjustment
- o Eligibility for Worker's Compensation

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- o Annual & Sick Leave
- o Access to Embassy medical facilities, commissary and pouch mail service as per post policy

B. ALLOWANCES (If Applicable):

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Post Differential (Chapter 500)
- (6) Payments during Evacuation/Authorized Departure (Section 600) and
- (7) Danger Pay (Section 650)
- (8) Education Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

C. FEDERAL TAXES: PSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

I. CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs

- 99-9 Personal Services Contracting (PSC) Annual Health
- 99-7 Contractual Coverage for Medical Evacuation (MEDEVAC) Services
- 98-25 Defense Base Act (DBA) Coverage and DBA Waiver List
- 98-24 Use of Compensatory (Comp) Time by PSCs
- 98-23 Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements
- 98-16 Annual Salary Increase for USPSCs
- 98-14 Change in Required Application Form for USPSCs
- 98-10 Personal Services Contracts (PSCs) Annual Health Insurance Costs
- 98-3 Class Deviation to 31.205-6(g)(3), Foreign National Severance Pay Under Professional Services Contracts
- 97-16 Class Justification for Use of Other Than Full & Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less
- 97-11 (Corrected) 1997 FICA & Medicare Tax Rates for Personal Services Contracts
- 97-3 New USAID Contractor Employee Physical Examination
- 96-23 Unauthorized Provision in Personal Services Contract
- 96-19 U. S. Personal Services Contract (USPSC) - Leave
- 96-8 Determining a Market Value for PSCs Hired Under Appendix D, Handbook 14
- 94-9 Sunday Pay for U.S. Personal Services Contractors (PSCs)
- 93-17 Financial Disclosure Requirements Under a Personal Services Contract (PSC)

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J. LIST OF REQUIRED FORMS FOR PSCs

For initial consideration:

1. OF-612, signed (electronic version required).

Upon advice by the Contracting Officer that the applicant is the successful candidate:

2. Contractor Employee Biographical Data Sheet (AID 1420-17)

3. Contractor Physical Examination (AID Form 1420-62).

4. Questionnaire for Sensitive Positions (for National Security) (SF-86)

5. Finger Print Card (FD-258). ** (Available from the law enforcement offices or in USAID/Washington).

K. APPLYING

Interested applicants must submit:

1. his/her most current curriculum vitae (CV) or resume;
2. signed OF-612;
3. three (3) to five (5) references, who are not family members or relatives, with working telephone and email contacts,
 - a. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Afghanistan will only contact references for the finalist, and will only do so with the permission of the applicant.
4. a written statement that addresses the Evaluation/Selection Criteria in this solicitation.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

Qualified individuals are required to submit a U.S government OF-612 form which is available at:

- 1: <http://www.usajobs.opm.gov/forms.asp>,
- 2: Federal Offices
- 3: or at USAID/Afghanistan web site at <http://afghanistan.usaid.gov>

Applications without completed OF-612 form will not be considered.
Applicant's CVs should also be included as an attachment.
All applications should be submitted electronically to e-mail address

ieel1059@state.gov

Attention: Seetha Chayapathi

Human Resources Specialist

USAID/Afghanistan

Applications should only be sent to the e-mail address given above.

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To Ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of cover letter. The highest ranking applications may be selected for and interview. Applications may submit an application against this solicitation at any time but prior to **June 12, 2010, 16:30 hrs. Kabul time** unless revised. Please note that only short listed candidates will be notified.

List of Required PSC forms outlined below can be found at:

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/forms.html.

1. OF-612
2. Contractor Physical Examination (AID Form 1420-62)
3. Questionnaire for Sensitive Positions (for National Security) SF-86, or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258). Standardized regulations (government civilians foreign areas)

Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job. Note: The selected individual must be able to obtain a security and medical clearance.

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts. Those documents can be found at:

http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc

Additionally, AIDAR Appendixes D or J also applies to PSCs, which can be found at:

<http://www.usaid.gov/policy/ads/300/aidar.pdf>

Point of Contact

Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) - (202) 216-6288 Ext. 4440; Fax (202) 216-6288 (Ext. 105) Email: schayapathi@usaid.gov or Diane Moore, Supervisory Executive Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4544 or e-mail at dimoore@usaid.gov

Place of Performance

Address: USAID/Afghanistan
US Embassy
Great Masoud Road
Kabul, Afghanistan